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**Benning, Yvette** <ybenning@philasd.org>

14 March 2012 12:00

To: "Piotrowski, Daniel" <dpiotrowski@philasd.org>

Cc: Karen Kolsky <kkolsky@philasd.org>, Maya Johnstone <mhjohnstone@philasd.org>, mcgrogan502@comcast.net

In response to the part where Ms. Benning was mentioned, I stated repeatedly to you that I did not hear anything inappropriate as we were standing outside of [REDACTED] classroom door, and also at the informal meeting with Ms. Johnstone. It was a struggle what [REDACTED] was saying through a closed door. Again, due to the accommodation of reading questions out-loud, which are afforded to special needs students, I would find it strange not to hear the teacher speaking. In the future, if you are going to refer to statements made, please make sure that you are restating the facts. Thank you.

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**From:** "Maya Johnstone" <mhjohnstone@philasd.org>

**To:** "Yvette Benning" <ybenning@philasd.org>

**Sent:** Wednesday, March 14, 2012 11:38:37 AM

**Subject:** Fwd: Issues at Wagner

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**From:** "Daniel Piotrowski" <dpiotrowski@philasd.org>

**To:** "Maya Johnstone" <mhjohnstone@philasd.org>

**Sent:** Tuesday, March 13, 2012 9:49:13 PM

**Subject:** Issues at Wagner

Ms. Johnstone,

I apologize for the late hour of this message, but after reviewing my notes from monitoring today, and consulting some experts, I feel compelled to write you to resolve some of the issues at Wagner regarding PSSA administration.

Due to the level and number of violations witnessed at Wagner, the Office of Accountability will start an investigation into the testing procedures at Wagner. I am not sure when this will start or who will be leading it. However, it is critical, though, for you to address violations that cannot continue for the rest of the PSSA testing window.

Violations I witnessed today:

- Testing coordinator giving out extra test books as "demonstration" material
- Teachers swapping testing material without the testing coordinator's knowledge

- Test coordinator leaving secure materials in main office
- Teacher leaving secure materials unattended in classrooms
- Improper materials on walls in classrooms
- Teachers distributing calculators before the appropriate time -- when first section is sealed
- Teacher not reading the complete directions before starting a section
- Teacher not having the directions in possession before distributing secure materials to students
- Multiple students leaving a test session for a bathroom break before the testing was complete
- Teacher coaching students on responses
- Students talking during the assessment
- Teachers returning materials up to 90 minutes after the class concludes
- Teachers reviewing test booklets after submitted by students

Things that we do not consider violations, but PDE might.

- Motivational posters in classrooms
- Allowing students to do word puzzles instead of just reading

Other issues that are not necessarily violations, but are not best practices:

- Noise in hallways
- Noise via ventilation system from non-assessed students

Considering your school in the middle of the tests, I leave it to you as the best way to address these issues. You would know best whether it is to a) write and distribute a memo outlining the "do's and don'ts", b) distributing such material by email, or c) making a P.A. announcement, d) something else, or e) a combination of such methods.

As for [REDACTED] I would like to reiterate my suggestion that [REDACTED] not continue to administer the PSSA this year. At a minimum, both Ms. Benning and I witnessed [REDACTED] talking to the class with language that was neither the assessment nor test administration material. Although I cannot confirm absolutely that [REDACTED] was providing answers, [REDACTED] actions were clear violations of PSSA policy, District safety policies, and Wagner's test administration plan.

I will be back in the morning. It is likely that someone else monitors Wagner's testing on Thursday. It is also possible that you might have multiple monitors on some days of testing.

I really desire that our new monitoring procedures will be helpful to your school.

Thanks,  
Daniel

# THE SCHOOL DISTRICT OF PHILADELPHIA

*Office of Accountability*  
440 NORTH BROAD STREET, SUITE 211  
PHILADELPHIA, PENNSYLVANIA 19130-4015

TO: [REDACTED], Principal  
FROM: Rosemary Hughes, Deputy, Accountability  
DATE: October 3, 2012

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SUBJECT: [REDACTED] Middle School 2012 PSSA Test Monitoring Follow-Up

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The Pennsylvania Department of Education (PDE) Division of Assessment requires the school district to report any observed procedural infractions in test administration. The report must include the details of investigation, if any, and the actions taken by the school district. *Please note that this is a report that the Office of Accountability is required to submit to PDE each year.*

On 3/13/12, a central office staff monitored the administration of the PSSA math test at your school. The following procedural infractions were observed:

- Testing coordinator giving out extra test books as "demonstration" material
- Teachers swapping testing material without the testing coordinator's knowledge
- Test coordinator leaving secure materials in main office
- Teacher leaving secure materials unattended in classrooms
- Teachers distributing calculators before the appropriate time -- when first section is sealed
- Teacher not reading the complete directions before starting a section
- Teacher not having the directions in possession before distributing secure materials to students
- Multiple students leaving a test session for a bathroom break before the testing was complete
- Students talking during the assessment
- Teachers returning materials up to 90 minutes after the class concludes
- Teachers reviewing test booklets after submitted by students

After the observation, the monitor communicated the observed infractions in an email addressed to the principal. For the remainder of the test window, a monitor from central office visited your school to assist in securing all test materials before, during and after the scheduled administration window for each day. Additionally, these monitors circulated throughout your school observing test administration procedures. No further infractions were observed. A subsequent site visit and debrief with principal and staff was conducted by the Deputy Chief of Accountability and Educational Technology as per the request of the principal. These conversations and site visits further confirmed that all originally observed infractions had been addressed immediately by the principal and staff.

In preparation of the 2013 PSSA administration period, it is required that you and your test coordinator take these actions in the 2012-2013 academic year:

- 1) **Explicitly state** in your assessment plan that all the Do's and Don'ts of PSSA administration will be covered during staff training and adhered to, including (a) the processes the school will implement to ensure security of all test materials at all times, (b) the training that staff will receive related to test security and administration, (c) policies that will be implemented regarding student use of

restrooms during testing, and (d) no communication will be allowed between students until all students in the room have completed and submitted their test booklets.

- 2) **Cover ALL the Do's and Don'ts in the staff training/s** in sufficient detail (with emphasis on that stated above), have discussion around this and other rules, solicit questions, and answer questions raised by the staff to provide clarity around issues of what is allowed and what is not.

All of the above points must be covered in the school's assessment plan next year and thoroughly addressed during the staff training with discussion, soliciting questions around these and other issues, and providing answers to gain clarity on proper PSSA administration procedures and security.